

**CLASSIFICATION SPECIFICATION FOR: ASSISTANT PLANNER**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under direction, to perform a variety of entry-level, professional planning duties as described below. The majority of the work is performed under close supervision. Incumbents may direct the work of lower-level personnel, such as Planning Technician and interns, on an intermittent or project basis.

**DISTINGUISHING CHARACTERISTICS**

This is the mid-level classification in the Town's professional planning series requiring appropriate specialized training with at least one year job-related experience. It differs from the next higher classification of Associate Planner in that incumbents perform a significant portion of the work assigned to a full journey level class, but without the independence or full responsibility of positions at the journey level

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Reviews various applications such as zoning changes, use and occupancy permits, variances, signs and development projects. As appropriate, conducts field investigations and prepares recommendations concerning application approval.
2. Advises the public, developers, and other interested parties on a variety of planning and zoning matters.
3. Assists with special studies pertaining to such subjects as General Plan review and non-conforming use.
4. Prepares a wide variety of reports, correspondence, exhibits and presentations in connection with the above and related functions.
5. Attends meetings of the Planning Commission and the Development Review Committee. Prepares notification letters on behalf of the commission advising applicants of action taken by that body.
6. May investigate complaints of zoning violations, including making field investigations, notifying violators, and conducting the necessary follow-up regarding compliance.
7. May direct the work of other personnel on a project or intermittent basis, or provide training and technical assistance to interns.
8. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- At least one year internship or para-professional experience in city planning.
- Equivalent to a Bachelor's Degree in planning or a related field

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Current principles and trends in urban planning and zoning.
- Drafting and mapping techniques.
- Standard safety work practices.
- General customer service techniques.

Ability to:

- Accurately interpret and administer applicable codes and regulations.
- Analyze, research and investigate issues and to prepare clear and concise reports on findings.
- Prepare accurate drawings and maps.
- Communicate effectively in writing and orally.
- Maintain effective working relationships with those contacted in the course of work.
- Possession of a valid Class C driver's license.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

**PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

**WORK ENVIRONMENT**

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

**FLSA:** Non-exempt

**PROPERTY INTEREST:**

This classification is represented by the Town Employees Association.

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